



Division of Child Protection & Permanency Fieldwork Staff Guidelines Effective February 3, 2021

On March 19, 2020 DCF made temporary operational adjustments in DCP&P practice in response to Governor Murphy's Executive Order 103 which declared a public health emergency as a result of COVID 19. The plan was then revised on May 18, 2020 in response to changing conditions and was modified again, effective July 6, 2020 in response to New Jersey's advance to Stage 2 of the restart and recovery plan.

Remaining attentive to evolving information related to the COVID-19 pandemic, this document is again being adjusted to ensure CP&P practices remain current and effective. This guidance supersedes previous guidance issued on July 6, 2020.

Effective, February 3rd, most CP&P staff will continue to work remotely, but based on shifting operational needs, staff may be contacted to report to an office. Until such time, operations that cannot otherwise be performed remotely will be managed only out of the below local offices. Additionally, the chart below, identifies those offices that can **only** be utilized to facilitate the overflow of child and family visits. *VO = Visitation Only*

LOCAL OFFICES

25 Local Offices will be open statewide; at least one in each county, 2 in Camden and 2 in Essex Counties, and 2 in Hudson.

ABC	B/H	Camden	CGS	Essex	H/S/W/M	M/U	O/M	S/M/P
Atlantic East	Bergen Central	Camden South	Cumberland West	Essex South	Hunterdon	Middlesex Coastal	Monmouth North	Morris East
Burlington East	Hudson West	Camden East	Gloucester East	Newark South	Mercer North	Union East	Ocean North	Passaic North
Cape May	Hudson Central		Salem	Newark Center City	Somerset			Sussex
Atlantic W (VO)	Bergen South (VO)	Camden Central (VO)	Gloucester West (VO)	Newark Northeast (VO)	Warren	Middlesex West (VO)	Ocean south (VO)	Morris West (VO)
	Hudson South (VO)		Cumberland East (VO)		Mercer South (VO)	Union West (VO)		Passaic Central (VO)

BUILDING OPERATIONS

Though none of the 46 CP&P Local Offices are 'open' to the general public, Security Guards will remain in each and offices must continue to be staffed with a very small skeleton crew who will perform duties that otherwise cannot be performed remotely. Until otherwise directed, the following will serve as written operational procedures to be followed statewide:

Staffing in the Local Offices

Each Local Office is required to have a coverage system delineating when employees are able to visit the office for supplies. Employees who need to retrieve items from their Local Offices will do so only on their assigned weeks. Regardless of your assigned week, employees must first inform the supervisor of the date they intend to be in the office during their scheduled week. The supervisor will, in turn, contact the guard to let them know the time of their anticipated arrival. Staff will not be permitted to stay in their respective Local Offices for any extended period of time. Staff who need to go to the Local Office will be required to present their state IDs, sign in with the guard and wear a face mask and follow all health and safety protocols.

All Local Offices must establish a 'curbside pickup' process to enable staff to obtain car keys and other office supplies to eliminate the need for staff to enter the offices. Curbside pickup is a safe way to pick up items from the offices as it limits the number of employees entering the building. With curbside pickup, employees can wait in their vehicles, the items will be delivered to them and left at curbside for the employee to collect their items. This will allow staff to keep a safe distance from one another.

All employee interpersonal interactions must remain brief. These protocols are put in place to limit personnel in and out of the DCF sites, thereby preventing the spread of the COVID-19 virus. Failure to follow the directives set forth in this communication can result in further action.



Skeleton Crew

A skeleton crew is the bare minimum number of employees necessary to keep an office running at a basic level. Because the work that CPP does cannot all be done remotely, a **skeleton crew** of key staff must be implemented to perform non-remote duties. These staff must be assigned coverage one week at a time to reduce the number of staff in an office at one time. The rotating staff will include one staff who is range 26 and up, the PPE coordinator, car coordinator and one clerical staff. Work schedules are established in consultation with the local office and approved by the Area Director.

Staff and Visitors

All staff and visitors will be required to use the main entrance of the building. Staff will not be permitted to use alternate entrances that may have been available pre-COVID. All staff and visitors entering a DCF office will be temperature screened using a thermal body scanner. If the scanner is not available, a temperature check will be conducted using a temporal thermometer. No one with a body temperature above 100.4 degrees will be allowed to enter the building. In addition to the temperature checks a verbal screening will be conducted. All staff and visitors will be required to wear a face mask while inside the building and when moving through common areas and in shared bathrooms. Social distancing at a distance of six feet must be maintained at all times. Any person who refuses to wear a mask at a DCF office will be denied admittance or asked to leave.

CLEANING AND DISINFECTING

Supplemental Cleaning Services

Cleaning service are in operation in all open offices during regular work hours, Monday through Friday between 9:00 AM and 5:00 PM. The cleaning service will clean and disinfect visitation rooms between visits, wipe down car interiors between families and drivers, clean bathrooms at regular intervals throughout the day and wipe down surfaces in the waiting rooms. At the end of each day a thorough cleaning will be completed overnight. DCF adheres to the Department of Treasury Guidelines for cleaning.

Supplemental vehicle cleaning services will be provided as follows:

- Initial cleaning of State Vehicles before deployment to staff.
- Cleaning of State Vehicles when they are returned to the office after a field visit during

- shift hours.
- o Vehicles that are returned after the 5:00 PM shift will be cleaned the following day before there are redeployed.

Cleaning and Disinfecting Visitation Rooms

All meeting and visit rooms in CP&P offices will be cleaned and disinfected before and after each use using the supplemental cleaning service referenced above. Items that cannot be easily cleaned should be removed from visitation rooms. This includes stuffed animals, dolls, soft side toys, and books. Time permitting, the spray should be left to dry, but at a minimum all hard surfaces and highly touched surfaces should be wiped down. Visits or meetings should be spaced a minimum of 10 minutes apart to allow for cleaning and ventilation of rooms.

Families will be encouraged to bring their own toys, books and games to visits. Any toys left behind after a visit will be discarded when the room is being cleaned for the next family. CP&P staff should notify their supervisors if anyone exhibits the identified [symptoms](#) of COVID-19 in a meeting or visit room. The room must be taken out of service, cleaned and disinfected as per [CDC guidelines](#).

CP&P staff should notify their supervisors if anyone exhibits the identified symptoms of COVID- 19 in a meeting or visit room. The room must be taken out of service, cleaned and disinfected, per Treasury guidelines.

VEHICLES

Distribution of State Vehicles

State vehicles will be shared among DCP&P staff. All county vehicles are located at the open local offices and staff must pick up car keys using the establish 'curbside pickup' process. Upon collecting the car keys staff will be provided with a "to go" kit.

The "to go" kit will include

- o Sanitizing products,
- o Surgical masks for client use,
- o Paper products such as tissues/napkins/paper towels,
- o Gloves,
- o Thermometer

Upon returning the vehicle to the office, staff will be required to return the "to go" kit with the keys to the car coordinator. Staff remain responsible for disposing of garbage from the interior of the car upon returning the car to the lot. Vehicles that are returned after the 5:00 PM shift cannot be deployed the next day until they have been cleaned.

The vehicles are outfitted with an extra pair of goggles/face shield and gowns that are to remain in the car for emergencies.

In addition to the cleaning service on site at the local office, state vehicles may be cleaned using car wash services that are [operating under contract](#) with the State of New Jersey.

DCPP staff who have signed out vehicles to use for an extended period of time are responsible for wiping down the interior of the vehicle after each use. Frequently touched surfaces in vehicles used to transport children should be cleaned and disinfected prior to and after each use. Surfaces include car keys, steering

wheel, seatbelts, seat covers, gear shifts, seat adjustment levers, windows, door handles, turn signals, vehicle dashboard, digital touchscreen, and other touched surfaces.

Personal Vehicles

Staff who would like to use their personal vehicle for home visits and field work will be allowed to do so during **daytime hours only**. Staff assigned to SPRU may not use their personal vehicles for field work during their SPRU shift.

- o Staff may **not** transport a child or client in their own vehicle
- o Staff will submit their mileage for reimbursement according to their current travel class.
- o Staff who plan on using their own vehicle for field work will be required to receive approval from their supervisor in advance.

Repairs

Motor pools across the state are open and available to assist staff 24 hours a day should the need arise. Staff will continue to reach out to motor pool for repairs as usual.

Reporting Infected Person Transported in State Vehicle

CP&P staff should notify their supervisors if they transport anyone who exhibits the identified [symptoms](#) of COVID-19. The vehicle must be taken out of service. The cleaning service will clean and disinfect the vehicle per [Treasury Guidelines](#).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Executive Order 192 states that the employer must provide a mask to its employees. Field staff can see their PPE Coordinator to obtain PPE. Staff working at 50 East State Street can contact the Office of Facilities and Support Services to obtain a mask. Staff are expected to wear a face mask to work every day and will be provided with the necessary and appropriate PPE in preparation for field work and face to face interactions. All staff and clients are expected to wear face masks throughout all face to face contacts whether in the community, office or client residence. Staff will be provided with surgical masks to provide to clients if they don't have their own.

If a client refuses to wear a mask in their own home during a field visit, the DCPD worker should suspend the meeting, and contact their supervisor on necessary next steps. Depending on case circumstances, the next steps may include use of additional PPE, contacting law enforcement, court involvement, or other actions.

If a client refuses to wear a mask during transportation, the DCPD worker should proceed as if the client is COVID positive, by wearing an N95 or KN95 mask, gown and gloves while conducting the transport.

COVID-19 TESTING

The NJ Department of Health encourages state staff to be tested for COVID-19. At this time, staff are encouraged, but not required, to be tested. See the following link for testing locations: [Testing locations](#).

If a staff member tests positive for COVID-19 or becomes aware that he or she has been exposed to COVID-19, the staff member must advise the DCF Office of Human Resources immediately. Staff are to take the proper action, as indicated by their physician and directed by the Office of Human Resources. The DCF Office of Human Resources has a HIPAA compliant [process for notifications](#), which staff are to follow.

SERVICE PROVIDERS

Child Health Units (CHU)

Child Health Unit nurses will not work from the Local Office but will be on call according to a schedule provided to the Local Office. When a Pre-Placement Assessment is needed, the Local Office will contact the nurse on duty, who will drive to the office and perform the exam within 30 minutes. However, COVID positive youth and youth who are designated as PUI will not be assessed by the nurses and an alternate arrangement will be identified by the caseworker in consultation with their supervisor. In the event a nurse is not available, staff should seek guidance from a supervisor regarding an appropriate method of obtaining an assessment. Child Health Unit staff will ensure that appropriate supplies are available in the Local Offices named above. The Child Health Units will be providing the LOMs and ADs with a schedule of PPA coverage within the week. The Child Health Units have resumed resource home visitation.

Child Protection Substance Abuse Initiative (CPSAI)

CPSAI providers will continue to be available to receive referrals for assessments and other work provided remotely. The Peer Recovery Support Specialist program remains available to support parents in beginning and maintaining active recovery. Assessments shall be scheduled according to the standard priority 1-2-3 criteria using the 11-46 referral form. Urine drug screens are not available on site.

Domestic Violence Liaisons (DVL)

The DVL program will continue to operate remotely. DVLs will not work from DCPD Local Offices.

Clinical Consultants

CSOC Clinical Consultants will continue to operate remotely. Clinical consultants will not work from DCPD Local Offices.

Visitation and Supervised Visitation Services

Guidance regarding protocols for safe visitation is being issued separately and can be [found here](#).

CP&P OPERATIONAL FIELD GUIDANCE

State Central Registry (SCR)

The State Central Registry (SCR) will continue to screen calls as mandated by state statute. These calls will be forwarded to the identified intake designee email address and will be assigned to local office staff as traditionally done.

CP&P Field Work – Intake, Permanency, Adoption & Resource

It is imperative that the families served by CP&P receive support and appropriate linkages to resources. Safety remains paramount and to that end, it is important that staff continue field activities to ensure that NJs most at-risk children are seen in person. The following will serve as the adjusted field operational guide for interaction with children and families:

- Most CP&P staff will work remotely, based in their homes, and will perform work in the field or in an office as needed to carry out services to children and families as described below.
- Service providers, including Child Health Unit nursing support, will be available to support casework functions as detailed below.
- All CP&P staff will continue face to face visits with families and resource parents except in limited circumstances detailed below.
- Staff can utilize a team approach to visit children and families both in and out of home. As part of normal operations, it is permissible for staff to work together to visit families that may not be assigned to them. Caseworkers who are visiting on behalf of their peer, can do so with the assigned worker buddying virtually.
- All AFSWs will continue face to face supervised visitation and transportation for families and children.
- All SFSs will resume accompanying FSS staff into the field to supervise their work as per policy.

- The Special Response Unit (SPRU) will continue with their duties as defined by policy.
- Supervised parent/child and sibling visits will continue. Please refer to the [visitation guidance](#).
- DCP&P staff will continue to support young adults that are nearing their twenty-first (21st) birthday by extending their eligibility for ongoing child welfare services after the age of 21. Until further notified, there is a moratorium for youth aging out of CP&P as described below in the section identified as [Youth Aging Out of CP&P](#).
- Staff will be expected to be available to participate in court hearings unless on approved leave.
- Out of state recreational travel for children in foster care is prohibited.
- Any exceptions to out of state travel for children in out of home placement must be approved by the Area Director.

WORKER CONTACTS WITH CHILDREN AND FAMILIES

Newly assigned intakes from SCR

CWS referrals	Newly assigned CWS referrals can be responded to virtually or via phone. The decision to respond virtually MUST BE conferenced with the supervisor or CWS.
CPS Reports	Reports assigned from SCR as CPS, must continue to be seen in person



In-Home Visitation Schedule For Families With Low Risk or Moderate Risk.

Families with a child under 3 years old or where domestic violence is an indicator or is suspected are NOT eligible for hybrid visits and must be seen in person.

Low	Families with a low risk level can be seen virtually except when there are children under age three or DV is an indicator.
Closing Low Risk Case	Closing visits for low risk cases should continue to be in-person however there may be instances where it may be appropriate to make a virtual visit. The decision to close virtually must be conferenced and approved by the Casework Supervisor.
Moderate	<p>Families with a moderate risk level can be seen remotely alternating months between in-person and remote visits. Workers may not visit families remotely for two consecutive months. In addition, workers must obtain two collateral contacts per month as per policy.</p> <p>The decision to see the family virtually must be conferenced and approved by the supervisor/or casework supervisor (except when there are children under age three or Domestic Violence is an indicator which always requires an in person visit).</p>

In-Home Visitation Schedule For Families With High/Very High

High/Very High & Safety Protection Plans	<p>Workers will make <u>weekly contact</u> with families that have a risk level of high or very high. In person contacts must be made per policy, but additional virtual contacts must be provided to ensure all families receive a total of four contacts per month.</p> <p>High Risk: High risk families must have at least two face-to-face visits <u>AND</u> two virtual visits per month with the child and parent(s) or caregiver(s); and three collateral contacts per month by the worker. Only one in person visit may be completed by a provider on behalf of CP&P. All other visits must be completed by CP&P.</p> <p>Very High Risk: Very high-risk families must have at least three face-to-face visits per month <u>AND</u> one virtual visit with the child and parent(s) or caregiver(s); and three collateral contacts per month by the worker. Only one in person visit may be completed by a provider on behalf of CP&P. All other visits must be completed by CP&P.</p>
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Visitation with Parents and Children In Out Of Home Care

Worker Visit with Parents With Goal of Reunification	<p>Efforts must continue to be made to see parents with a goal of reunification.</p> <p>The two visit per month requirement for these families can be one in person visit and one virtual visit.</p> <p>Two in person visits may be required in some cases as deemed appropriate by supervisor and/or casework supervisor.</p>
Worker Visit with Child In Placement	<p>All children must be seen according to policy. Children entering placement must have two face-to-face visits the first two months the child is in placement, and any subsequent placement.</p> <p>One face-to-face visit per month thereafter, as long as the child is in out-of-home placement.</p> <p>All children in placement must be seen in person.</p>
Parent Child Visitation	<p>Visitation between parents and their children will remain as defined by policy.</p> <p>Staff should first explore the least restrictive setting to host the visit. If not possible, the visits are only to be held in the designated Local Offices identified in the chart above.</p> <p>Parents must schedule visitation and unannounced/unplanned request for visitation are strongly discouraged.</p>

Assistant Family Service Workers (AFSWs)

There is no change in the work duties of an AFSW. AFSWs will assist in providing services to families which include transportation services and supplementary supportive visits under the close supervision of a case worker; does other related duties.

Resource Care Staff

Resource Staff will conduct a combination of in person and virtual visits to resource parents. A minimum of one in person visit must be provided every other month.

Placement Facilitation

Resource staff will facilitate all emergency placement requests when kin/fictive kin placements are not feasible. Resource staff will communicate directly with the resource supervisor to provide placement facilitation results for dissemination to permanency/intake supervisor.

COVID Positive/PUI - Resource Home Facilitation

Area Directors notify CP&P leadership through the case updates email address (CPP.CentralOfficeLeadership@dcf.nj.gov) when placement of a COVID-19 PUI (Person Under Investigation) or positive child(ren) is required and fictive kin/kin is not available.

Central Office leadership will confirm the information and notify the Office of Resource Families (ORF) Administrator Dawn Marlow if there is a need for facilitation support into a resource home identified as being willing to accept children that have been exposed to or tested positive for COVID-19.

Presumptive Placements

When a DODD removal is completed, and a relative resource placement is found and determined through CHRI and CARI to be a viable option, staff will do the following:

- Permanency staff will notify Resource staff and, coordinate through remote technology a walkthrough of the resource home to allow the resource worker to view the home and determine safety assessment and initial review for OOL standards.
- Once placement is made the resource worker will contact the kinship parent and discuss the home study process and provide electronic copies of necessary paperwork.
 - Form 5-2 Resource Parent Home Study/License Application
 - Form 26-15 Authorization for Release of Information
 - SAFE Questionnaire 1
 - Form 5-25 Local Police Check forms
 - IdentGO New Jersey Universal Fingerprint Form(s) for every adult member of the household. This form needs to be pre-filled with the Resource Type and Local Office Cost Code in box #7= Contributor's Case #. This is to ensure that the print results and any subsequent red flags are returned to the correct LO
 - Form 4-10 CP&P Kinship Caregiver Standards Agreement
 - Financial Form

Homestudies

Resource workers will follow the home study guidance below, beginning with in-person visits and interviews.

The processing of new **non-kin** resource home studies inquiries will be suspended until further notice. Child specific non kin home study inquiries will be accepted, and exceptions may be approved by Central Office. Resource staff will prioritize kinship homes with children in placement that have pending home studies. ORF-CPSs with OOL, ARFS and Local Office resource staff will review these homes through monthly impact team meetings to determine barriers and challenges, and to identify a plan and timeframe to process these homes.

This guidance is to be utilized during the state of emergency targeting the following priorities:

Priority 1 Home Study	Outstanding Kinship homes with children in placement
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Priority 2 Home Study	Outstanding Kinship homes without children in placement
Priority 3 Home Study	All other existing applications for non-kinship home studies

The RFSW will contact the applicant within the first 7 days to schedule a virtual interview with the resource family to review Q1 and discussion of hybrid home study. Virtual interview is to take place within the first 30 days. The worker will send out all required references and review all required documentation needed for the home. The RFSW will schedule the second interview in-person within the first 60 days to complete Q2 with resource parents, interview with all household participants and review of the home to determine OOL standards.

After each interview, whether in person or virtual, RFSW will complete Psychosocial Inventory form and submit to supervisor for review. After Q1 and Q2 interviews, RFSW will complete Harvesting Sheet and submit to supervisor for review and subsequent conference.

In person interviews can take place in the outdoor space of the home (i.e. backyard, front yard) to limit the amount of time in the actual house. Pictures can be taken of documents such as ID's, car insurance, vet records, etc. and will be accepted by OOL as part of the Home Study. All primary and secondary caregivers and children in the home must be interviewed in person and the home visit should be scheduled when all will be available.

The RFSW may conduct all other home study activities and follow up remotely including follow up discussions of areas identified from review of the SAFE Questionnaire 1, third party references or reports, etc. Final home study report is to be submitted to the Resource Supervisor no later than day 90.

Resource Family Training (PRIDE and TRADITIONS OF CARE)

PRIDE

PRIDE Training will be delivered in full via remote technology

Tradition of Care

Until further notice, the full training curriculum will be modified and delivered in two phases with a third phase training plan detailed below.

- Phase One: PowerPoint Presentation: A Resource Parents Introduction to Kinship Care This PowerPoint presentation will be delivered by the CP&P local office/area office resource trainer. The trainer will be responsible for scheduling virtual training(s) for all the presumptive kinship caregiver(s) from their local office identified during the virtual impact meetings. *Pre-service Training hours: approximately 2.5 hours (These hours can be completed in multiple sessions at the family's request).
- Phase Two: EMBRELLA Webinar: Social and Emotional Issues in Kinship Care- this interactive webinar will be facilitated by EMBRELLA. Once the trainer completes the power point presentation, they will discuss the next phase of training with the kinship caregiver and identify which scheduled webinar will be appropriate. The trainer will be responsible for registering the kinship caregiver(s). EMBRELLA will follow up with an invitation letter to the family upon registration. A notification of completion will be provided to the RFSW trainer. *Pre-service Training hours: approximately 1.5 hours
- Phase Three: Upon completion of the EMBRELLA Webinar, the trainer will complete an individualized training plan with the kinship caregiver and schedule the 5 mandatory courses required for a Certificate of Completion. Mandatory Course Hours: 13.5

Office of Resource Families Licensing

Financial Statement

All work surrounding the assessment and documentation of the resource applicants' financial status is to continue. The assessment of finances is to be included within the body of the home study. Special attention is to be made to families impacted by COVID-19 and what benefits are being utilized during this time.

Background Checks

- CARL/ADAM WALSH/CIC checks – the timeframe is extended to within 15 months of the home study submission to OOL
- Fingerprints – the timeframe is extended to within 15 months of the homestudy submission to OOL. Fingerprint results must be mailed to OOL per federal requirements.
- Local Police Checks – Police collaterals are expected to be gathered in writing

YOUTH AGING OUT OF CP&P

DCF currently has a moratorium in place that suspends young people from aging out of foster care through CP&P. Additionally, DCF-OAS life skills and housing programs were extended for youth that turned 21 during the pandemic. These COVID specific flexibilities are in place until December 31, 2020. Please be advised of the following updates to this moratorium:

Young adults age 22 and older will transition out of CP&P by December 31, 2020 except in rare circumstances. These exceptional circumstances are typically requested for youth with intellectual or developmental disabilities or otherwise transitioning to another system support (e.g. substance use program). Staff who believe a young adult's case should remain open must submit a request to DCPD Central office for approval. Areas will utilize the regular (pre-pandemic) process to submit the exceptional placement request process through Central Office CP&P (https://www.state.nj.us/dcf/policy_manuals/CPP-X-A-1-25.46_issuance.shtml).

Young adults who are 21 years of age will be engaged in a discussion regarding their needs to determine whether their CP&P case will be closed on December 31, 2020 or whether there will be an additional case extension up to March 31, 2021.

- Young adults will inform and drive the decision whether or not to end or extend services.
- If an extension of services is necessary, the worker and youth will develop a short-term plan identifying the youth's current needs and a plan to address those needs.
- Youth must be actively working on their action plan in order for services to continue.
- Any case extensions will be approved by the Local Office Manager and then reported to the Office of Adolescent Services (for fiscal and service impact monitoring) by emailing the young adult's name, DOB, and Case and Person ID to: dcf_adolescentservices@dcf.nj.gov.

After March 31, 2021 casework staff will return to the regular (pre-pandemic) case extension process through the exceptional placement request process through Central Office CP&P (https://www.state.nj.us/dcf/policy_manuals/CPP-X-A-1-25.46_issuance.shtml). These exceptional circumstances are typically requested for youth with intellectual or developmental disabilities.

Young Adults Turning 21 Years Old January 1, 2021-February 28, 2021

- Will be engaged in a discussion regarding their needs to determine whether their CP&P case will be closed at the end of their birthday month or whether there will be a case extension up to March 31, 2021.
- Young adults will inform and drive the decision whether or not to end or extend services.
- If an extension of services is necessary, the worker and youth will develop a short-term plan identifying the youth's current needs and a plan to address those needs.
- Youth must be actively working on their action plan in order for services to continue.
- Any case extensions will be approved by the Local Office Manager and then reported to the Office of Adolescent Services (for fiscal and service impact monitoring) by emailing the young adult's name, DOB, and Case and Person ID to: dcf_adolescentservices@dcf.nj.gov.

DCF-OAS Contracted Services:

- *Life Skills* services that were previously extended will end on December 31, 2020. Please note that PACES and LifeSet will continue services, which may include young adults 21+.
- All *Supervised Transitional Living and Transitional Living Programs (S/TLPs)* that contractually end services at age 21 and were previously extended will end on December 31, 2020.
- After a youth-driven and informed discussion, housing program staff can make a request for AN extension of housing services through approval from the Office of Adolescent Services.
- If a service extension is needed, the housing program staff and the youth will develop a short-term plan identifying the youth's current needs and a detailed action plan to address those needs.
- If an extension is needed, the housing program staff and youth will jointly identify the number of days needed for the service extension.
- This process will be coordinated through the housing programs and the Office of Adolescent Services. There are no actions needed for CP&P staff.

SAFETY PRECAUTIONS IN THE FIELD

The Department's safety efforts continue with the eight DCF Safety Advisors assigned to cover specific areas of the state. These Safety Advisors continue to be available to facilitate virtual safety workshops for staff, consult with local law enforcement and triage issues on the behalf of CP&P staff. They also can participate in virtual staff/unit meetings to provide education on safety tips.

Additional efforts around safety include the statewide deployment of Alert Media, a safe signal application that allows staff the ability to immediately notify the need for law enforcement assistance in life-threatening situations. Activation of the SafeSignal application sends an automated alert to an AlertMedia call center operator, that will then contact local law enforcement to relay information such as staff's name, GPS location, physical address, and physical description of staff member. Staff are encouraged to utilize the safe signal application every time they are out in the field.

RESOURCES

- For IT related issues including phones contact: njspirithelpdesk@dcf.nj.gov
- [Guidance](#) On the Contact of a Close or Casual Contact of a Confirmed or Suspected Case of COVID-19 (attached)
- [Safe Signals](#)